

DOM APT Reviewer Checklist

☐ Clinician Educator Track

OR

☐ Scientist Educator Track

ASSOCIATE PROFESSOR

Candidate Name:

Submission Type: **Select Submission Type**

☐ Appointment

☐ Promotion

☐ Tenure

Review Date: Click or tap to enter a date.

Site: **Select a Site**

Division: **Select a Division**

Secondary Department: N/A

Current Rank: **Select Rank**

Proposed Rank: **Select Rank**

Current Track: **Select Track**

Proposed Track: **Select Track**

Reviewer Name: Select Reviewer

SUMMARY *(In 5 sentences or less, outline the faculty member's background and expertise to provide context to the evaluation)*

		<u>Supporting Evidence</u> <i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i>
OVERVIEW Across all ranks	<input type="checkbox"/> Clinician or scientist who demonstrates a scholarly approach to teaching and education practice.	
	<input type="checkbox"/> Contributes to the dissemination of knowledge in a clinical or scientific field, in health profession, or in practice of biomedical education.	
	<input type="checkbox"/> Contributes to and participates in teaching, mentoring, and service and citizenship.	
	<u>Teaching:</u> <input type="checkbox"/> Demonstrates excellence in teaching by disseminating knowledge, skills and behavior through diverse	

		<p>Supporting Evidence</p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
	<p>methods (e.g. small/large group, lecture, simulation) in various venues (e.g. classroom, clinical, lab/bench, online, continuing professional development) to diverse learners (e.g. students, residents, fellows, trainees, peers, community members).</p> <p><u>Mentoring:</u></p> <p><input type="checkbox"/> Demonstrates ability to mentor by developing professional relationships that foster personal and professional growth.</p> <p><u>Service and Citizenship:</u></p> <p><input type="checkbox"/> Engages in activities that further the mission and goals of the school, department, hospital, health system, community, or national professional organization. <i>(Select all that apply)</i></p> <p><input type="checkbox"/> Participation and/or leadership of school and/or health system committees.</p> <p><input type="checkbox"/> Awards/recognition for service and citizenship.</p> <p><input type="checkbox"/> Development of programs or initiatives that support the mission and goals of the institution, community, or national professional organization.</p>	
Comment		
OVERVIEW Associate Professor	<input type="checkbox"/> Widely recognized at MSHS, or at the regional level for accomplishments.	
Comment		
CLINICAL CARE (Only Complete For Clinician Educators)	<input type="checkbox"/> The candidate must be an Excellent clinician.	
	<input type="checkbox"/> Recognized institutionally and regionally , as provider of excellent care. <i>(Select all that apply)</i> <p><input type="checkbox"/> Recognition/awards for clinical care.</p> <p><input type="checkbox"/> Record of success caring for other physicians' patients</p> <p><input type="checkbox"/> General reputation on clinical subjects</p>	
	<input type="checkbox"/> Increasing volume of cases, reflecting expanding referral patterns.	
Comment		
SCIENTIFIC RESEARCH	Demonstrates competence in research as a scientist with regional impact through:	

		<p>Supporting Evidence</p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
(Only Complete For Scientist Educators)	<input type="checkbox"/> Record of prior or ongoing grant support (fellowship/ training/ research grant).	
	<input type="checkbox"/> Evidence of engagement/scholarship at a regional level.	
	<input type="checkbox"/> First or senior authorship on scientific publications and other forms of dissemination.	
Comment		
Preliminary Decision	<p>Does this candidate meet overview criteria for this track? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, then stop and contact DOM APT Administrative Staff (DOMFacAffairs@mssm.edu)</p>	
Scholarly approach to teaching and educational practice	<input type="checkbox"/> Direct teaching of students/ trainees/ colleagues/ community/patients. Active participation in 2 or more of the following teaching activities: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Teaching in the classroom/other education spaces (e.g. simulation lab, standardized patient center). <input type="checkbox"/> Teaching in clinical settings. <input type="checkbox"/> Facilitating seminars, small groups, & journal clubs or laboratory sessions. <input type="checkbox"/> Teaching in continuing professional development programs. <input type="checkbox"/> Serving as the primary teacher for a course or program. <input type="checkbox"/> Development or adoption of innovative teaching methods grounded in learning principles such as simulation, standardized patient experiences, virtual reality experiences, laboratory exercises, team-based learning exercises, etc. (part 1 of Educational Addendum). <input type="checkbox"/> Integration of topics pertaining to racism, diversity, equity, inclusion, health care disparities, and bias in teaching activities (part 2 of Educational Addendum). <input type="checkbox"/> Contributions to efforts that ensure learners are treated equitably and inclusively regardless of race, gender identity, sexual orientation, ability status, cultural or socioeconomic background (part 3 of Educational Addendum). <input type="checkbox"/> Evidence of outstanding teaching quality (numeric and/or qualitative) by learners, peers and/or education program leaders. 	

		Supporting Evidence <i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i>
	<input type="checkbox"/> Adoption of assessment methods that are observable, measurable, relevant, replicable, aligned with goals and objectives, and outcome-focused (part 4 of Educational Addendum). <input type="checkbox"/> Local and/or regional awards for teaching excellence <input type="checkbox"/> Invitations to reach locally or regionally at universities, health systems, etc.	
	<input type="checkbox"/> Development of new curriculum, course, clerkship program, training grant, conference, seminar series, or massive online open course in an area of clinical or scientific expertise or in health profession and/or biomedical education with local or regional impact (part 5 of Educational Addendum).	
	<input type="checkbox"/> Creation of novel or unique teaching methods or materials, including educational software, videos or web-based materials with local or regional impact (part 6 of Educational Addendum).	
	<input type="checkbox"/> Creation of novel or unique evaluation or assessment methods with evidence of local or regional impact (part 7 of Educational Addendum).	
	<input type="checkbox"/> Establishment of partnerships or programs to enhance faculty development in an area of clinical scientific expertise, or in health professions and/or biomedical education with evidence of local or regional impact (part 8 of Educational Addendum).	
	<input type="checkbox"/> Creation or enhancement of teaching and learning opportunities for those who have historically been excluded or underserved by clinical or academic medicine with evidence of local or regional impact (part 9 of Educational Addendum).	
	<input type="checkbox"/> Engagement in educational, professional or scientific societies (part 10 of Educational Addendum). <i>(Select all that apply)</i>	
	<input type="checkbox"/> Leadership at the regional level. <input type="checkbox"/> Service on local/regional committees developing policies and guidelines for training and education.	
<input type="checkbox"/> Recognition for educational excellence. <i>(Select all that apply)</i>		

		<p>Supporting Evidence</p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
	<input type="checkbox"/> Local or regional awards related to education or scholarship <input type="checkbox"/> Visiting professorship and/or extramural invitations to lecture/participate in local/regional academic meetings, symposia or seminars. <input type="checkbox"/> Leadership role(s) in an educational or academic program (e.g. course-, clerkship-, site-, residency-, fellowship- training area-, graduate- program director, division director, laboratory director, etc.) (part 11 of Educational Addendum) <i>(Select all that apply)</i> <input type="checkbox"/> Leadership role at the associate/assistant/site director level. <input type="checkbox"/> Demonstration of continuous quality improvement efforts and program evaluation outcomes related to leadership role. <input type="checkbox"/> Service on education related committees at the site/health system level.	
Comment		
SCHOLARSHIP AND DISSEMINATION	<input type="checkbox"/> Peer-reviewed publications (including web-based): <input type="checkbox"/> Ongoing and sustained record of peer-reviewed publications related to a clinical or scientific field or to health professions education (including educational methods, assessment, education policy, diversity, equity and inclusion, review articles, case series, systematic reviews, invited papers, white papers, etc.). <p style="text-align: center;"><u>OR</u></p> <input type="checkbox"/> Show evidence of sustained scholarly publications related to biomedical research or clinical medicine relevant to education, mentoring, advising and/or coaching.	
	<input type="checkbox"/> Textbook and book chapters: authorship of chapters.	
	<input type="checkbox"/> Print or media resource materials for learners, patients or lay audience (e.g. free open access medical educational materials, podcasts, clinical/educational blogs): Development of methods or materials with impact data such as view count or downloads.	

		<p>Supporting Evidence</p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
	<input type="checkbox"/> Presentations, Awards & Grants: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Invitations to reach locally or regionally at universities, health system, etc. <input type="checkbox"/> Regional workshops or invited talks. <input type="checkbox"/> Invited participation in local or regional webinars. <input type="checkbox"/> Local or regional recognition or awards for scholarship, mentorship, and/or diversity, equity and inclusion efforts. <input type="checkbox"/> Inclusion as an investigator on scientific, education-related, and/or training grants (e.g. T32). <input type="checkbox"/> Editorial and/or grant review service: <i>(Select all that apply)</i> <ul style="list-style-type: none"> <input type="checkbox"/> Ad hoc roles as manuscript reviewer for educational, clinical, and/or biomedical research journals, or for educational content sections of specialty journals. <input type="checkbox"/> Membership on grant review study committees or sections. 	
Comment		
IMPORTANT CONSIDERATIONS	<p>Appointment and term:</p> <ul style="list-style-type: none"> • Appointment is at discretion of Department Chair. • Term of appointment can be 1,2,3,4 or 5 years. <p>Reappointment and Non-Reappointment:</p> <ul style="list-style-type: none"> • Terms can be 1, 2, 3, 4, or 5 years. • Reappointment to a term longer than 1 year requires review and approval by the Office of the Dean. • No limit on reappointments. • In the event of non-reappointment the Chair will provide written notice. • If a decision to reappoint a faculty member is made during a term extension as described in the section on notices of non-reappointment, the reappointment notice must be in writing from the Chair. The reappointment will commence retroactive to the first day following completion of the original term of appointment. • Notice of non-reappointment is minimum 6 months before term end date for 1 or 2-year terms; minimum one-year notice on terms more than 2 years. <p>Promotion:</p> <ul style="list-style-type: none"> • The Chair may, at any time, recommend exceptionally qualified faculty for promotion to Professor. <p>Tenure:</p> <ul style="list-style-type: none"> • Under exceptional circumstances, an Associate Professor may be given tenure. 	

		<p>Supporting Evidence</p> <p><i>For each selected criterion, provide supporting evidence in the adjacent space. You may copy-paste directly from the source document or specify the page number and section heading. Include source details such as CV, Chair Statement, or Educational Addendum.</i></p>
	<ul style="list-style-type: none"> • Must exceed expectations for appointment and promotion to Associate Professor. • Must demonstrate sustained accomplishments, superior productivity and leadership. • Excellence in the dissemination of knowledge. • Demonstrate a high likelihood of continued success. • The recommendation of exceptionally qualified faculty for tenure may be made by any time by the Chair. • Requires approval by the committee on APT. 	
TRACK SWITCH CRITERIA		

****If incomplete, template will be returned***

Reviewer Decision

- ☐ UNDECIDED (Requires Discussion)
☐ Support Request for Appointment/Promotion
☐ Deny Request for Appointment/Promotion
☐ Support Request for Tenure
☐ Deny Request for Tenure

Other reviewer recommendations:

Track Switch: ☐ Yes ☐ No

If Yes, select Track: Select a Track

Secondary appointments in other departments: ☐ Yes ☐ No

If yes, select Department: Select a Department

Committee Decision

- ☐ Support Request for Appointment/Promotion
☐ Deny Request for Appointment/Promotion
☐ Support Request for Tenure
☐ Deny Request for Tenure

Other committee comments:

Track Switch: ☐ Yes ☐ No

If Yes, select Track: Select a Track

Secondary appointments in other departments: ☐ Yes ☐ No

If yes, select Department: Select a Department

- ☐ Call division chief
☐ Check with APT committee chair Dr. Jonathan Halperin

FINAL DECISION: Choose an item.

☐ **DENY REQUEST** - Reason for Denial:

- 1.
- 2.
- 3.

Recommended CV edits (Note: this will be forwarded directly to the candidate so please provide full sentences):

- 1.
- 2.
- 3.
- 4.

Additional Comments for APT Chair/Administrative Staff:

- 1.
- 2.

RESUBMISSION COMMENTS

Initial Date Submitted: Click or tap to enter a date.

For APT Committee Leadership Use only